

OVERSTRAND MUNICIPALITY

TENDER NO. SC 1017/2010: LEASE OF OFFICE ACCOMMODATION

The Overstrand Municipality invites tenders for the lease of office accommodation in the **area of the Hermanus Administration** for the period

- 1 July 2011 until 30 June 2013 (two years) **ALTERNATIVELY** from
- 1 July 2011 until 30 June 2016 (five years), with an option of renewal for a further period of four years and eleven months. This alternative will however be subject to the successful completion of a section 33 process as is provided for in the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).

A. GENERAL SPECIFICATIONS:

1. All accommodation must be fitted with air conditioning.
2. All accommodation must be accessible by the disabled.
3. If located on a multi storey building, elevators and or escalators must be provided and proof of elevator and or escalator maintenance service are to be submitted.
4. The accommodation must be carpeted (carpet tiles are acceptable) or tiled.
5. All windows must have suitable blinds and or curtains installed to match or compliment the carpeted/tiled area.
6. All improvements, which includes office partitions (to ceiling height), must be effected by the Lessor.
7. The offices must be well lit as is provided for in the National Building Regulations.
8. Security within the building must be sound. All windows must be fitted with burglar bars. Electronic controlled access doors and intercom systems for visitors must be provided.
9. There must be a common entrance shared by all offices.
10. After-hours access to the accommodation is a requirement.
11. There must be electrical connection points in all accommodation.
12. Fire extinguishers must be supplied and maintained by the Lessor.
13. Telephone communications as well as computer connections to the Municipality's infrastructure will be required but these will be installed by the Municipality at its cost.
14. The Lessor shall be responsible for the insurance of the building and the payment of Municipal rates and taxes.

15. The Municipality shall be liable for the electricity and water consumption. If this is not possible due to the non-availability of separate water and electricity meters, rental offers should indicate how this will be dealt with.

B. ACCOMMODATION SPECIFICATIONS:

1. Department: Human Resources in the Hermanus Central Business District:

- | | | |
|------|---|--|
| 1.1 | 4 x Offices | : ± 15 m ² each |
| 1.2 | 14 x Offices | : ± 10 m ² each |
| 1.3 | 1 x Reception Area | : ± 9m ² |
| 1.4 | 1 x Office for occupational health and safety nurse <i>with</i> en-suite consultation room <i>and</i> toilet facility for the disabled | : ± 10 m ²
: ± 15 m ² |
| 1.5 | 1 x Training Room | : ± 60 m ² |
| 1.6 | 1 x Board Room | : ± 25 m ² |
| 1.7 | At least 1 x Strong Room | : ± 15 m ² |
| 1.8 | At least 1 x Store Room | : ± 15 m ² |
| 1.9 | Toilet facilities (Males) | |
| 1.10 | Toilet facilities (Females) | |
| 1.11 | At least 1 x Toilet facility for Disabled staff and members of the public | |
| 1.12 | At least 1 x Kitchen facility | |
| 1.13 | 20 x dedicated under cover secured parking bays for staff (alternatively an indication of locality of nearby available dedicated parking of which the cost must form part of the monthly rental.) | |
| 1.14 | 5 x dedicated parking bays for visitors (alternatively an indication of locality of nearby available dedicated parking of which the cost must form part of the monthly rental.) | |

2. Department: Environmental Management in the Hermanus Administration area:

- 2.1 1 x Office : ± 15m²
- 2.2 3 x Offices : ± 10m² each
- 2.3 At least 1 x Store Room : ± 15m²
- 2.4 Toilet facilities (Males)
- 2.5 Toilet facilities (Females)
- 2.6 1 x Kitchen facility
- 2.7 4 x **dedicated** under cover secured parking bays for staff (alternatively an indication of locality of nearby available **dedicated** parking of which the cost must form part of the monthly rental.)
- 2.8 2 x **dedicated** parking bays for visitors (alternatively an indication of locality of nearby available **dedicated** parking of which the cost must form part of the monthly rental.)

C. NOTE:

1. Tenders not complying with the **GENERAL SPECIFICATIONS**, and/or the **ACCOMMODATION SPECIFICATIONS** and/or paragraphs 3 (three) to 4 (four) hereunder shall be regarded as non-responsive.
2. ***Prospective bidders may bid to provide office accommodation for both the Departments of Human Resources and Environmental Management in one office block in which case items 2.4 to 2.6 in the accommodation specifications of the Department Environmental Management fall away.***
3. The Municipality will pay the first month's rental in advance and thereafter on or before the first day of each month per electronic transfer. No deposit will be payable but the Municipality undertakes to leave the offices when it vacates the building in the same condition as it was.

4. Prospective bidders **must** indicate/submit

- Details of the location of the accommodation;
- A detailed scale plan indicating layouts of the requested accommodation;
- A draft Agreement of Lease which is to be entered into by the parties
- Nett lettable area in m²;
- **All inclusive** monthly rate per m², excluding VAT for the respective periods mentioned, to wit
 - ▶ 1 July 2011 until 30 June 2013 (two years) **ALTERNATIVELY** from
 - ▶ 1 July 2010 until 30 June 2016 (five years) with an option of renewal for a further period of four years and eleven months. This alternative will however be subject to the successful completion of a section 33 process as is provided for in the Local Government: Municipal Finance management Act, 2003 (Act 56 of 2003).

Such rental to escalate annually on the 1st of July by a percentage equal to the consumer price index (all items) averaged over the three months prior to the date of escalation, to wit 1 July

No anticipated costs are to be excluded.